

## Danya International HSKI Screener Grantee Webinar

Rosemarie Franchi: Welcome, and thank you for attending today's OHS Head Start Key Indicators webcast. My name is Rosemarie Franchi, and I am with Danya International. Assisting with our presentation today will be Joy Trejo from Danya International and Dr. Bert Sorongon from the Lewin Group. During today's presentation, we will provide you with information about what is Head Start Key Indicator Screener, how the Head Start Screener will be implemented, and how grantees can prepare for the Head Start Key Indicator Screener.

So what is the HSKI Screener? The HSKI Screener is designed for incumbent grantees. Incumbent grantees are those that successfully re-competed for their grant through a competitive award process as part of the designation renewal process. Incumbent grantees will receive an HSKI Screener. Incumbent grantees who are not successful in passing the HSKI Screener will receive a full review. Now I'm going to ask Bert to provide you with a bit more detail about the HSKI Screener. Bert?

Bert Sorongon: OK. Thank you, Ro. The Head Start Key Indicator, or HSKI Screener, is basically an abbreviated version of the full Fiscal Year 2014 Monitoring Protocol. Comprised of 15 compliance measures or CMs from the Fiscal Year 2014 Monitoring Protocol, the Screener is designed to determine if a full review needs to be conducted on a grantee. The HSKI Screener includes interviews, document reviews, and observations, as well as reviews of child and staff files.

The HSKI Screener will be administered by one Screener reviewer over two to three days. If no findings are identified through the HSKI Screener, the grantee is considered passing and the Screener is complete. If findings are identified for any of the HSKI Screener CMs, a full review will be scheduled to be conducted at a later time.

As mentioned earlier, the HSKI Screener will be conducted with incumbent grantees. These Screeners will be conducted in fiscal year 2014 beginning in January. One Screener reviewer will visit your grantee to complete the HSKI Screener. In most cases, the Screener visits will take two to three days depending on the size of the grantee.

Every incumbent grantee scheduled for an HSKI Screener will receive a letter 14 days prior to the beginning of the HSKI Screener visit. This letter will include the date of the HSKI Screener visit and specific instructions for the grantee to help the grantee prepare for the visit. Once this 14-day letter is received, please ensure that all staff and board members are available during the assigned dates of the HSKI Screener visit.

During the two- to three-day Screener visit, the Screener reviewer will conduct interviews with your head start director, your health services coordinator, your policy council, and your governing body. Given that the Screener visit only lasts a couple of days, you must make sure

staff, policy council, and governing body members are available during the two- to three-day Screening visit for the interviews.

The Screener reviewer will also be reviewing the child and staff files. Please ensure that all child and staff files are easily accessible and ready for review. Just like the triennial reviews, grantee staff must be available to assist the Screener reviewer complete the file reviews.

Finally, child, health, and safety observations will be completed as part of the HSKI Screener. For the health and safety observations, grantees are to complete a self-check of their classrooms within the 14 days prior to the start of the visit. You will check your classrooms using the health and safety checklist that is being used now in the fiscal year 2014 triennials. A copy of the checklist is posted on ECLKC. Once this 14-day letter is received, please complete your classroom checklist in a timely manner. Your governing body chair must sign off on all classroom checklists once you have completed those checklists.

And now we're going to talk a little bit about how to prepare for the HSKI Screener. The most important thing that grantees can do immediately is to update your calendar. You are going to receive an email request that will ask you to update your calendar. And in that, you'll need to update all your rosters and enrollment numbers prior to December 13 and as needed after that.

Please make sure that you know all holidays, closures, special events, and planned staff absences. And again, please make sure that all your HSES data is updated to ensure that accurate information is available to effectively plan this visit. Again, please update your calendar no later than December 13, 2013, and as any changes occur after that.

Please make sure that all your staff, policy council, and governing body are available during the two-day visit for the interviews. Your program must also be open for the scheduled HSKI Screener. And please make sure that your calendar accurately reflects your availability. As a reminder, the health and safety checklist must be completed within 14 days of the visit. And the governing body chair must sign off on the completed checklist in preparation for your visit.

During your scheduling call, a central location will be agreed upon based on where the Screener will be conducting their interviews, and information for the child file reviews must be brought to a central location, most likely the grantee program office. If, for some reason, your child files cannot be brought to a central location, the grantee must be prepared to provide the necessary information for the HSKI Screener to be completed. Whether that information is electronic or paper copies of the information from the child file that is needed to complete the review, the grantee must ensure that they have that information available to the Screener reviewer.

What happens when your HSKI Screener is completed? Once the Screener is completed, you will receive written notification from the Office of Head Start. A letter will be sent indicating whether or not a full review is needed. And based on this letter, you will proceed from there.

The reviewer that comes on site will not be able to tell you whether you have passed or failed the HSKI Screener. The Office of Head Start must make this determination. And again, you will receive a letter detailing the determination from the Office of Head Start.

Now next steps, as a final reminder, please update your program calendar by December 13, 2013. You will receive an email reminding you to do so. But please ensure that you update the calendar by this date and continue to update it as any changes may occur.

Please make sure you update all of your HSES data, including classroom rosters, staff rosters, and class rosters. A notification letter with your HSKI Screener date will be sent to you 14 days prior to the start of the HSKI Screener visit. So you will have 14 days' notice before the Screener reviewer comes to your program.

If you have any further questions, please send an email to [headstartreviews@danya.com](mailto:headstartreviews@danya.com).

Thank you for participating in today's webcast regarding the Head Start Key Indicator Screener.